



OPEN TO THE PUBLIC EXAMINATION PRINCIPAL BUDGET SPECIALIST

ANNUAL \$92,041 SALARY APPLICATION CLOSING EXAM
SALARY: \$118,069 GROUP: MP 68 DATE: APRIL 1, 2011 NO: 110200OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Office of Policy and Management, Budget and Financial Management Division and the Office of Finance, this class is accountable for performing the most complex tasks in the development and administration of state fiscal policies for one or more of the largest state agencies or programs.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 1, 2011**:

GENERAL EXPERIENCE: Eight years **professional** experience in budget preparation, financial management or operations including budget responsibility. [Note: Professional experience in budget management will be interpreted as principal responsibility for such aspects of budget as planning, preparation and administration. Professional experience in financial management or operations will be interpreted as principal responsibility for a combination of budget work and financial planning, accounting, and/or financial analysis and reporting.]

SPECIAL EXPERIENCE: One year of the General Experience must have been at the working level in budget development and management. For state employees this is interpreted at the level of Budget Specialist.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in public administration, business, economics, finance or closely related fields may be substituted for one additional year of the General Experience. (3) For state employees experience in one of the following class titles may be substituted for the General and Special Experience. (a) One year of experience as an Fiscal/Administrative Manager 1 or Accounting Manager. (b) Two years of experience as an Automated Budget System Specialist or as an Agency Information Technology Manager where incumbents function as development specialist and are accountable for the development, enhancement and maintenance of highly complex Financial Management and Reporting Information Technology system that supports a large and complex enterprise level financial reporting applications.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles of organization and management including public administration; considerable knowledge of governmental program budgeting and accounting; some knowledge of research techniques and statistical principals and procedures; considerable ability to analyze budgetary and financial management problems accurately and develop effective courses of action; considerable interpersonal skills; considerable oral and written communication skills; ability to design and interpret graphic representations; considerable ability to utilize financial information systems.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Principal Budget Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Principal Budget Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in professional accounting, including governmental accounting, budgeting and auditing. Describe your experience with financial operations including accounting, budget preparation and execution, financial analysis and reporting and compliance with laws and regulations related to finance functions especially in government operations. Include information on the complexity of the operations, your actual duties in analyzing financial records, documents and reports. Also include experience revising budgets or making recommendation for revisions. Describe experience with various financial information systems. Describe your experience reviewing, interpreting and monitoring agency/company/organization spending, capital, revenue fiscal policies and programs. (2) Administrative Experience. Detail your management experience in the following areas: planning and developing long-range business operation plans; participation in the development of policies, procedures and recommendations; and participation in the formulation of program goals and objectives. In each of these areas, be specific as to your actual responsibilities. Describe your experience working with agency/organization managers and executive staff in making improvements to fiscal management operations. Include experience providing technical advice on financial processes of government operations. (3) Interpersonal/oral and written communications experience. Describe your experience cultivating and managing business relationships with key contacts related to financial and budget activities. Indicate experience acting as a consultant to other organizations, agencies, contracted services or others regarding fiscal and/or budget issues, the purpose and nature of the contacts/consultations and the level of the individuals contacted/consulted. Be specific in describing your experience conducting formal presentations or workshops, including the intended audience and the topics involved; representing the organization on various boards and commissions, how often you served in this capacity, the role you played, etc. Describe your experience, if any, preparing testimony, testifying at hearings, fact finding, binding arbitrations, etc. Provide details on the nature of the testimony and the audience. Include information on your experience producing written reports, correspondence and other materials, the purpose of these materials and for whom they were prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by April 1, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by May 9, 2011.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.